

Franklin County Data Center Job Posting: Portfolio Manager

ANNUAL SALARY RANGE: \$70,786 - \$92,022 **Excellent Benefits Package

SUMMARY

The Portfolio Manager leads all activities of the Franklin County Data Center's (FCDC's) Program Management Office (PMO) to ensure that business strategy and implementation align. Responsibilities include portfolio management, knowledge management and organizational change management. The Portfolio Manager will be responsible for governing change and release management as well as overseeing process governance and project delivery activities. The Portfolio Manager will also be responsible for redefining, designing, executing, and managing a county-wide project management framework to ensure that projects are delivered on time, within budget and meet customer expectations. Must successfully complete a 180-day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establish and/or redefine, implement, and manage FCDC's portfolio management framework, including intake, prioritization, and allocation.
- Establish and/or redefine, implement, and manage FCDC's portfolio governance practices for process governance, change management governance, release management governance, knowledge management, and organizational change management.
- Provide overall leadership and direction for the PMO of FCDC, implementing and overseeing best practices for project delivery, process governance and business analysis. Ensure that appropriate controls are established, promoted and monitored by PMO team members.
- Work with program/project sponsors to establish the project scope, deliverables, budget and workflow schedule. Monitor delivery activities to ensure that the established scope, quality, cost, and schedule baselines expectations are met.
- Forecasts staffing requirements based on project requirements, resource capacity and skill sets.
- Develop and monitor project / program plan(s), minimizing risks and adjusting resources and priorities accordingly. Responsible for risk assessment analysis for ongoing projects, change management, and project initiatives.
- Establish and implement a program communication plan across the business units, agencies, project teams and stakeholders to incorporate release management, knowledge management and organizational change management methodologies and best practices.
- Prepare and present progress reports/dashboards for the FCDC leadership team, proposing recommendations based on trends.
- Monitor program health on an on-going basis; evaluating progress and quality; manage issue resolution processes and take corrective action as necessary.
- Oversee post-implementation review activities to ensure that all projects evaluate project results, lessons learned, and client satisfaction.
- Provide oversight of project financials and have sound understanding of budget concepts.

SUPERVISORY RESPONSIBILITIES

Manages the team responsible for project delivery, process governance, and business analysis.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to have a comprehensive understanding of Franklin County Data Center products and services, general business principles and customer requirements.
- Strong business management skills.
- Report writing and analytical skills.
- Negotiation and conflict resolution skills.
- Possess excellent writing and verbal communication skills.
- Knowledge of policy and procedures development, documentation and evaluation.
- Skill in analyzing and developing effective solutions for organizational problems.

EDUCATION and/or EXPERIENCE

A bachelor's degree in Computer Information Technology or Business Administration is desired. Five to seven years of experience managing projects is required. Five years of experience managing project management teams is required. Must possess strong business management skills. Must possess strong negotiation and conflict resolution skills. Must possess excellent writing and verbal communication skills.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and /or boards of directors.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

PMP certification is recommended. Certification in Agile project management preferred. Maintains an active PMI membership. ITIL certification is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate-controlled office environment. Significant mental effort is required daily; a good amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional evening work is necessary in this position.

Data Center Benefits Summary:

Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement

Send resume, references, and salary requirements to:

FRANKLIN COUNTY DATA CENTER

Attn: Jessica Wilkins-Bibbs, Director, Human Resources

373 S. High St. 9th Floor Columbus, OH 43215-4599

fcdcjobs@franklincountyohio.gov

EOE

No Fees